

eHR Quick Sheet

History Card Report

Important System Notes:

- Please refer to the School List Report or the Projected School List Quick Sheets on the CHAP Portal page at <u>http://ohr.k12.hi.us</u> under the "Introduction and Training Documentation" section for step-by-step instructions for loggin into and navigating in e.H.R.
- Pop-up blocker must be disabled for the e.H.R. web site. See the School List Report Quick Sheets Appendix "Disabling Common Pop-up Blockers for instructions.
- Adobe Acrobat Reader version 6.0 or higher must be installed. Download link available at http://doe.k12.hi.us/acrobat.htm.

Important System Notes:

- The report uses historical personnel action data stored in transaction system. Data prior to 1989 is not available.
- History Card Reports can only be generated for salaries employees. Casual Personnel and Substitute Teacher information is not available.
- This report was designed for a simplified view of all transactions for an employee. Both Certificated and Classified/SSP transactions are included. A report parameter allows selection of either or both types of employment in the report.

Histo	ry Card Report		
1.	After logging into e.H.R., from the home	screen, use the Module drop-down	menu at the top
2.	Type in the report name in Description	box and press the Filter button to ge	et to the History
	Card Report Description: History Card Report Filter		
3.	Click on the radio button to select the His and then press the Run Report button	Story Card Report	Description History Card Report
4.	Enter a report label and type in the Empl With the label and Employee ID input, pr the report.	loyee ID for the person you want to r ress the Submit Parameters button	un the report for. Submit Parameters to run
	History Card Report		
	* Process Case Label: Test Report		
	Parameters		
	Prompt Text	Parameter Value	
	Person	10072001 Works B, Lavetta	
	HR Category		
	Ascending Descending Order By	Ascending	
	Report Output Type	PDF (PDF - Adobe Portable Document Format)	
	Report Destination	Save Output to DB	



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- 5. If you do not have the Employee ID for the person, click on the list of values icon 🗹 to bring up a pop-up window.
- 6. In the pop-up window type in the last name a comma and then first name of the person then press the Go button <u>Co</u>. Note that there are hundreds of thousands of records, you want to type as much of the name that you have, typing in "smith" will result in 773 records which is too much to page through, a better search would be "smith, john" with four results.

List								
Filter By	y Description	💌 smith						
🔇 Previous 🛛 1-10 of 194428 🔄 Next 10 📎								
Select	ld	Description						
۲	00000021	0W, Sue						

- 7. Once you have found the name in the pop-up window, select the radio button I next to the name that matches your search criteria and press select button Select
- 8. Continuing from Step #4, after pressing the Submit Parameters button the report request will be processed.

Processing	
Please be patient	

9. Upon successful running of the report the top of the windows will display the following system message:

Information

JHS-00100: Transaction completed successfully!

10. Click on the "Download File" link to get the report in PDF file format

Report	Cases							
Filter By	Report	: Category 💌		•	<u>Go</u> <u>A</u> dvanc	ed Search		
Dele	te F	e-Run With Params	Show	All Cases 🛛 🗍				
Select	Details	Process Description	Report Case	Process Case Label	Begin Date	Report Status	Run By	Document
۲	🛨 Show	History Card Report	R200930	Test Report	05/13/2011 09:49:44	Completed	HR Empl, Chup	Download File

11. Depending on you internet browser's PDF plug-in setting you will see the PDF report in a new window

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If you do not plan on using the report again, delete the report from the server by pressing the Delete button Delete. Once the system deletes the report you will receive a confirmation system message

- Process case deleted successfully!